



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

November 3, 2017

The Honorable Elizabeth Kellas Burton
Chief Judge
County of Page Juvenile and Domestic Relations District Court
5 North Kent Street
Winchester, VA 22601

Audit Period: July 1, 2016 through June 30, 2017
Court System: County of Page
Judicial District: Twenty-Sixth

We are performing a statewide audit of the Juvenile and Domestic Relations District Courts. During our review of this court, we conducted certain audit procedures, as we deemed appropriate.

Management of this court is an important part of the court's accountability, since you are responsible for establishing and maintaining internal controls and complying with applicable laws and regulations. During our review, we noted certain matters that required management's attention and corrective action. These matters included:

Properly Bill and Collect Attorney Fees (New)

The Clerk and her staff did not properly bill and collect Public Defender and Court-Appointed Attorney fees. In four of ten cases tested, the Clerk overcharged defendants a total of \$782 in attorney fees.

The Clerk and her staff should correct the specific cases noted above and should establish a system of review to minimize the likelihood of billing errors going undetected. In all cases, the Clerk should bill and collect court costs in accordance with Code of Virginia.

We acknowledge the cooperation extended to us by the Clerk and her staff during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Anthony Wayne Bailey, Judge
Joyce M. Carr, Clerk
Paul F. DeLosh, Director of Judicial Services
Supreme Court of Virginia